King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 1 **Administration and Personnel Management**	
1.01.015, Media Access to Inmates and Facilities	Approved By:	Director Allen Nance
	Effective Date:	December 02, 2022
	Reviewed By:	PRC
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Purpose
To establish procedures for media requests for information or access to inmates housed within department facilities.

Policy
Department policy permits media access to inmates when access is voluntary.

References
Department Forms: Media Access Form
Department Policy: 1.01.012, Release of Information

A. General Guidelines

1. Media interviews with inmates shall be permitted only when the inmate has agreed to the interview.
2. Whenever the Media asks to interview an inmate, a Media Access Request Form will need to be filled out and provided to the inmate. The inmate will need to sign the form to indicate their agreement to speak to the media.
   a. If the inmate agrees to speak to the media but refuses to sign the Media Access Request Form, staff will document the refusal on the form and allow the inmate to continue the voluntary interview with the media.
3. Each specific media interview request requires a Media Access Request form.
   a. A copy of each document will be placed in the inmate's booking packet.
4. Inmates under the age of 18 shall not be interviewed.
5. Photographs and audio or video recordings must be authorized prior to the interview by a Division Major or higher authority.
6. All requests for information by the media shall be forwarded to the department's Public Information Officer (PIO). The PIO shall address the request, if able to, or pass it on to the appropriate authority or to the Director's Office.
7. Requests for face-to-face interviews will be forwarded to the Director, who will consider requests on a case-by-case basis.
8. Media representatives may only visit inmates during their normal visiting times as scheduled. They must identify themselves as reporters on the visiting slip and to uniformed department staff. They are not allowed to enter with cameras, recording devices, or cell phones.

B. Phone Interviews

1. The media representative shall write or call the Director, Facility Commander, or Facility Major's office at the King County Correctional Facility or the Maleng Regional Justice Center, requesting that the inmate call them.A Media Access Request form (F-585) will be filled out by the PIO, to include the inmate's name, the reporter's name, the name of the media agency, and a phonenumber where the inmate may call collect.
2. The Shift Commander is responsible for ensuring the Media Access Request is delivered to and signed by the inmate, following the above General Guideline 2.
3. If the inmate chooses, they may call the media representative collect, using the inmate phone system.
4. A copy of the signed Media Access form will be sent to the department's PIO, who will maintain a record of the notification.